

## **Creating Forms**

### **Activity**

1. Collect five or six formats sent by the department for collecting some data.  
Example: Format for reporting the visit to “*Samudayadatta Shale*” or formats for sending “*monthly expenditure statements*”.
2. What type of columns is created for qualitative and quantitative data? Where do you find more space? Why do you think more space is given there?
3. Are you able to comprehend the intent of each of the section in the format you are studying?
4. Create one of those formats in your computer using MS WORD or MS EXCEL.